CENTRAL ARIZONA AGING

CONTRACT AMENDMENT

1. CONTRACT NO. 025-0444 2. Amendment No. 1 (9/25)	3. EFFECTIVE DATE OF AMENDMENT ■ DATE OF MOST RECENT SIGNATURE, WHICHEVER IS LATER.	4.

5. CONTRACTOR/PROVIDER (Name and address)

Gila County Community Action Resources
5515 S. Apache Ave
Globe, AZ 85501

6. CONTENT OF AMENDMENT:

A. To render services from July 1, 2025, through June 30, 2026, in accordance with the amended contract operating budget, new unit rates and new service levels.

B. Housing Assistance Fund – Establishing a program budget as follows:

- Housing Support Services HSS-HCB-AHA $93,713
- Repair and Renovation RPR-HCB-AHA $61,714
- Administrative Services ADM-HCB-AHA $15,542

7. EXCEPT AS PROVIDED FOR HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AS HERETOFORE CHANGED AND/OR AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF THE LAST SIGNATURE, UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS FORM ON BEHALD OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BINE THE CONTRACTOR TO THIS CONTRACT.

9.	10.
GILACOUNTY COMMUNITY ACTION RESOURCES	**PINAL-GILA COUNCIL FOR SENIOR CITIZENS**
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE
TYPED NAME Stephen Christensen	TYPED NAME Ana G. Medina
TITLE Chairman, Board of Supervisors	TITLE President/CEO
DATE 10|7|25	DATE 9/17/25

CENTRAL ARIZONA AGING
ANNEX B

CONTRACT I.D. NUMBER: 025-0444, Amendment #1 (9/25)

GILA COMMUNITY ACTION/HOUSING SERVICES

[X] Area Agency on Aging, Region V (AAA)

[ ] Supplemental Payment Program (SPP)

[ ] Title V

[ ] United States Department of Agriculture (USDA)

[ ] Arizona Long Term Care System (ALTCS)

1.0 REIMBURSEMENT/PAYMENT CEILING:

The maximum contract reimbursement/payment ceiling for all services provided during the term of the Contract and/or for the period specified shall be:

Amount during the Contract Term $ 10,226.00

If this contract is extended or renewed for multiple periods, or is established as a multi-year contract in its entirety or in part, and Central Arizona Aging for Senior Citizens establishes a reimbursement ceiling for each contract extension or renewal period, the amounts by period are as indicated below.

Maximum amount during the period from July 1, 2025 to June 30, 2026 is $10,226.00
Maximum amount during the period from July 1, 2015 to June 30, 2026 is $181,195.00

The method of compensation shall be in accordance with Section 2.0 of this Compensation Section.

2.0 COMPENSATION

Subject to the availability of funds, Central Arizona Aging shall compensate the Provider for allowable direct and/or indirect costs incurred in the delivery of the Contract Services designated in Annex A, Section 5.0, provided that services are delivered during the term of the Contract and in accordance with the terms and conditions set forth in this Contract.

Central Arizona Aging for Senior Citizens shall make payments in accordance with the following:

☐2.1 Rate *Note: This section is not applicable unless the box is either darkened or marked with an "X".*

The maximum reimbursement ceiling for each contract service shall be a specified below and as designated in the attached Contract Operating Budget of this contract. One unit of service equals the definition of a unit of service as specified in the Service Specifications for each service listed, below and, which are attached to Annex A Section of this Contract.

A ten percent (10%) non-federal match is required for each CAA dollar awarded for any respite service contract. This non-federal match may be either cash or in-kind. Program Income cannot be considered a part of the match.

Service(s)	Rate/Per Unit	Maximum # of Units	Service Payment Ceiling

■ 2.2 Fixed Price with Price Adjustment *Note: This section is not applicable unless the box is either darkened or marked with an "X".*

Reimbursement by Central Arizona Aging for Senior Citizens shall be for completion of the tasks set forth in the Service Specifications contained in Annex A of this contract.

A ten percent (10%) non-federal match is required for each CAA dollar awarded. This non-federal match may be either cash or in-kind.

The maximum service reimbursement ceiling for each Contract Service shall be as specified below and as designated in the attached Contract Operating Budget:

Service(s)	Service Payment Ceiling
Home Repair & Renovations (RPR - HBC)	$10,226
Emergency Housing Assistance (HSS-HCB-AHA)	$93,713
Emergency Home Repair (RPR-HCB-AHA)	$61,174
Emergency Housing Administrative(ADM-HCB-AHA)	$15,542

3.0 METHOD OF PAYMENT

Upon receipt of required reporting documents, subject to the availability of funds, Central Arizona Aging shall reimburse the provider on a monthly basis in accordance with Section 4.04 Payment of the General Provisions for costs incurred in the delivery of Contract Services during the term of this Contract that are consistent with the approved operating budget(s) contained herein as Attachment A to this Annex (Contract Operating Budget).

Payment shall be subject to the following limitations and exceptions:

A. Title 45 CFR, Part 74, Section 74.61 (e) requires that cash reimbursements be timed to coincide with cash disbursements made with federal funds.

B. CAA/AAA shall be the payor of last resort. Other funds sources (cash, in-kind and program income) shall be applied to reported expenditures first. The Provider shall bill all available third party payors including AHCCS acute care provider(s), ALTCS, Medicare or private insurance, before charging any of the funds identified under 2.1 above.

C. Payments allocated to State Supplemental Payments for Home Health and Visiting Nurse services shall be based on the number of eligible SSI clients and the monthly per client payment ceiling established by statute (A.R.S. Subsection 46.252).

D. Payment for services that are case managed shall only be made for units that are within authorization levels and time frames.

E. The Monthly Financial Report must be received on the approved Central Arizona Aging forms on or before the 10th day of each month. Failure to comply by the 10th day of any month will result in immediate cessation of disbursement of funds by Central Arizona Aging to the provider until the required reports are received.

F. The Provider agrees to adhere to the approved Contract Operating Budget, Attachment A of this Annex, within the tolerance levels established in Section 4.03 Amendments of the General Provisions.

G. During this Contract period, each revenue source will support expenses and the production of units of service in direct proportion to the actual reported receipts of each revenue as a percentage of total reported revenue.

H. A Final Report must be received within 30 days following the termination of this Contract. This final report shall identify total, actual expenditures line item for the entire term of the contract. Failure to submit the final report within the prescribed time frame could cause the Provider to forfeit final payment.

I. In the event of a contract termination, a Final Payment, under this contract, shall be made only upon receipt and reconciliation of an accurate and complete Financial Report (AG-053), which must be submitted within 30 days following termination of this contract. The request for final payment shall identify actual expenditure by line item. A final payment shall be made following reconciliation of the entire contract, to include revenues, expenditures and program reports by CAA.

J. A written amendment signed by both parties shall be required as outlined in CAA Uniform General Terms and Conditions, Section 3. Amendments.

3.1 United States Department of Agriculture (USDA)

Payment made for USDA, Nutrition Services Incentive Program (NSIP), shall be consolidated in the AAA Ceiling award in the approved Contract Operating Budget(s) and disbursed to the service provider consistent with Method of Payment outlined in the contract.

3.2 Arizona Long Term Care Services (ALTCS)

Payment shall be made for ALTCS Services on a basis consistent with the approved Contract Operating Budget(s) and in accordance with the unit definitions specified in the individual Service Specifications contained in Annex A.

During the term of this Contract, the payment for Home Delivered Meals shall be established at **$0.00.**

4.0 REPORTING REQUIREMENTS

4.1 Financial Reporting Requirements

In accordance with Section 3.15 Reporting Requirements of the General Provisions, the Provider shall submit the following Monthly Financial Report on or before the 10th day of the month:

[X] A. AG-053 Report (or a computer printout following the same format which has been approved by the CAA).

4.2 Program Reporting Requirements

In accordance with Section 3.15 Reporting Requirements of the General Provisions, the Provider shall submit the following Program reports on or before the 10th day of the month or as designated:

A. Central Arizona Aging for Senior Citizens/AAA
- [ ] Congregate Monthly Meals Report (10th)
- [ ] Home Delivered Meals Monthly Meals Report (10th)
- [ ] Monthly Social Services (10th)
- [ ] Congregate Meals Registration Form w/Nutrition Score - Weekly
- [X] Service Utilization Log (Service Log) (3rd)
- [ ] Monthly Education/Activities Report (10th)
- [ ] Calendar of Activities (10th)
- [ ] Food Cost Report (10th)
- [ ] Nutrition Education Report (10th)
- [ ] Transportation Summary Sheet (10th)

[ ] Menu Cycle for RD approval - Quarterly
[X] Monthly Social Service Report (10th)
[ ] Non-Client Supportive Service Report – FCSP and roster (10th)
[ ] Monthly, Ramp Loan Report (10th)

B. Supplemental Payment Program

[ ] ASCAP – Arizona Standardized Client Assessment Form (3rd)

C. Arizona Long Term Care Services (ALTCS)

[ ] PG001 – Monthly Log of ALTCS Home Delivered Meals (3rd)

4.3 The reports require in 4.1 and 4.2 shall be submitted to:

Central Arizona Aging
8969 W. McCartney Rd.
Casa Grande, AZ 85194-7432

5.0 DELIVERY AND UNITS OF SERVICE

5.1 Delivery of Service:

CAA must be notified, and approval may be required, prior to any modifications affecting the delivery of services, which include, but may not be limited to the following:

A. Decrease/increase in the number of days of operation for any facility listed in Annex A, part 5.6.
B. Significant changes in the delivery of the hot and/or frozen meal schedule.
C. Revisions to the service methodology of any service specifications.
D. Changes in the "suggested donation."
E. The provider shall notify the CAA, immediately, if it becomes apparent that the units of service specified in this contract will not be fulfilled to, at least, a ninety percent (90%) level.

5.2 Level of Service

During the term of this contract, the provider shall deliver the number of units of each Contract Service specified below:

SERVICE	UNITS OF DIRECT SERVICE	UNITS PURCHASED SERVICE
Home Repair & Renovations (RPR-HBC)		10
Emergency Housing Assistance (HSS-HCB-AHA)		67
Emergency Home Repair (RPR-HCB-AHA)		41
Emergency Housing Administrative(ADM-HCB-AHA)		1

1) Direct Service means services performed by the contractor.
2) Purchase Service means services purchased via a subcontract by the contractor.

6.0 Client Contributions:

The Provider shall be responsible for accepting program income toward the cost of services and the program income shall be used to provide services under this contract.

7.0 Books and Records:

The Provider shall keep adequate books and records relating to contract services and contract expenditures. Contract service records will be maintained in accordance with CAA policies and procedures. Financial records will meet the following standards at a minimum: (1) adequately identify the service and application for contract and subcontract activities; (2) include personnel records which contain application for employment, job titles and descriptions, hire and termination dates, wage rates, effective dates of personnel actions affecting any of these times; (3) include time and attendance records for individual employees to support all salaries and wages paid; (4) include records of the source of all receipts and the deposit of all funds received by the Contractor; (5) include original copies of invoices, statements, sales tickets, billings for service, etc., and a cash disbursement journal and cancelled checks to reflect all disbursement applicable to the contract; (7) include a copy of a written, approved cost allocation plan to reflect the manner in which direct, indirect, and allocated costs were to be charged to the contract; and (8) include copies of lease/rental agreements, mortgages or any other agreements which in any way may affect contract expenditures. (9) maintain client signatures signifying receipt of each unit of service, as applicable. Any such records not maintained shall mandate an audit exception in the amount of the inadequately documented expenditure.